



**White River Electric Association, Inc.
GIS ADMINISTRATOR**

JOB SUMMARY

The GIS Administrator is responsible for managing the Association's Geographic Information System (GIS) to support the planning, design, analysis, expansion, and maintenance of the Association's electric transmission and distribution system and fiber network. In a small rural electric cooperative environment, this role is highly hands-on and supports staking, outage response, system modeling and engineering, and daily mapping updates while also assisting with light IT tasks as needed. Additional job functions may include surveying and drone inspection to improve the GIS system and assist the engineering and operations departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The responsibilities listed below are representative of the knowledge, skill, and/or ability required.

- a) Serves as the Association's GIS subject matter expert for GIS data and connectivity modeling.
- b) Executes the deployment, integration, and upgrades of GIS software, licensing, and servers, including ESRI, NISC, and other related platforms. Supports and assists end users with GIS software utilization.
- c) Plans and develops new GIS and data utilization functions, applications, and workflows that support the design, efficient operation, and data quality standards of the Association's electric system. Proactively identifies GIS-related needs and cooperatively evaluates, selects, and implements appropriate solutions to meet those needs.
- d) Perform quality control checks of GIS data and non-spatial databases to ensure data integrity.
- e) Designs and develops spatial queries to maximize the value of the Association's various datasets.

- f) Maintains the Association's GIS system to ensure the accuracy of the database, geographical locations and backgrounds, model connectivity, and field asset inventory.
- g) Troubleshoots problems with the GIS mapping system and assists users in resolving software problems.
- h) Ensures cybersecurity best practices for GIS infrastructure
- i) Develops and coordinates the Association's Unmanned Aerial Vehicle (UAV) inspection program to achieve data collection and efficiencies for operations and engineering.
- j) Interprets plat maps and legal descriptions, performs geo-rectification, uses imagery, and imports external data formats to enhance the accuracy, quality, and completeness of the GIS.
- k) Obtains, updates and implements all information relating to the Association's transportation and land-use datasets such as roadways, waterways, and state, county, township, city and individual property boundaries.
- l) Gathers information from other entities including but not limited to: city and county roads, parcel data, new subdivisions, aerial imagery, and AutoCAD. Manipulates and imports such data into the GIS database for system modeling and mapping visualization.
- m) Processes and posts staking sheets, as-builts, and work orders into the GIS system.
- n) Maintains and enters Global Positioning System (GPS) data that is collected from the field.
- o) Collaborates with warehouse and operations staff to align material records with mapped assets.
- p) Creates and revises drawings, graphic displays and exhibits as directed.
- q) Understands and follows established electric construction and maintenance specifications including those of the Rural Utilities Service, National Electrical Safety Code, National Electric Code, and those adopted by the Association.
- r) Maintains accurate system phasing and connectivity models for importing to outage management and engineering applications such as WindMil, DEW, and Operations Analytics.
- s) Configures and maintains file integration with the staking program and database to ensure integration with engineering, billing and accounting industry software. Specific items integrated include material inventory, work orders, assets, assembly units, costs, material pick lists, easements and location numbers for services, transformers, reclosers and voltage regulator installations. Works with inspection vendors to ensure data will flow into WREA's software systems.

- t) Collaborates with other employees on joint use attachment inventory and GIS modeling and conducts field audits as needed.
- u) Develops and maintains services to provide employees and authorized external entities with access to mapping and geographic information.
- v) Provides necessary GIS data, drawings, and assistance required by employees to aid in the planning, design, analysis, installation and maintenance of the electric distribution system.
- w) Produces custom professional maps, including paper, digital, and web-based formats, for use cases of other departments, the Board, members, or governmental agencies. Generates outage-related maps and reports during major events and emergency restoration.
- x) Provides all pertinent GIS data, drawings, and assistance to external engineering firms and/or governmental agencies for use in a regional GIS.
- y) Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively with other departments.
- z) Adds and maintains records in the GIS system including drawings, photographs, fiber optic facilities, joint use facilities, easements, asset numbers, subsidiary facilities, and other items as requested.
- aa) Assists IT with light backup assistance as needed.
- bb) All other duties as required and requested.

OTHER SKILLS and ABILITIES

- a) Must be able to work independently as well as in a team environment. Must be able to establish and maintain effective working relationships with coworkers, supervisors, the Board, and members.
- b) Maintains a high level of professionalism, customer service, and confidentiality.
- c) Attends classes and courses of study to continuously upgrade professional knowledge and skill.
- d) Strong attention to detail and commitment to data accuracy
- e) Proficiently operates a personal computer, plotter, printer and copy machine. Must have and maintain proficient computer skills with Microsoft Office products such as Excel, Word, and Outlook.
- f) Proficiently operates a GPS and other devices for the collection and portrayal of GIS-related information.
- g) Must have a constant awareness cybersecurity, both on and off the job. This will involve but is not limited to personal cell phone usage, company computer, customer information and the discrete handling of privileged information or knowledge gained while on the job as well as off the job. Security codes,

passwords, keys, gate combinations, and other information entrusted to this position and all such other work-related information shall not be shared with others, who do not have both work-related need and authorization/clearance.

- h) Keeps informed on the Association's policies, plans, and programs. Attends safety meetings, trainings, and other employee meetings as required. Uses safe working procedures and looks out for the safety of others.
- i) Practices proper traffic procedures and complies with all traffic laws, rules, and regulations while operating a company vehicle.
- j) Cares for and maintains all Association-assigned equipment and supplies.

EDUCATION and/or EXPERIENCE and QUALIFICATIONS

a) EDUCATION & EXPERIENCE

- a. A bachelor's degree in a directly related field plus five (5) or more years of full-time GIS experience OR
- b. An associate's degree in a directly related field plus seven (7) or more years of full-time GIS experience OR
- c. Ten (10) or more years of full-time GIS experience with no directly related degree

b) CERTIFICATIONS & LICENSES:

- a. Certified GIS Professional (GISP) preferred
- b. Part 107 Remote Pilot License preferred

c) Possession of, or ability to obtain, a valid Colorado Driver's License.

d) JOB KNOWLEDGE: Must have a good understanding of the following:

- a. Commonly used GIS file formats.
- b. ESRI suite of products: including ArcGIS Pro, ArcGIS Server, ArcMap, ArcGIS online, and file and sde geodatabases.
- c. GNSS GPS Receivers
- d. Cartographic design and techniques, tools and principles used in the production of clear and concise maps.
- e. Relevant mathematical applications sufficient to perform common conversions.
- f. Relevant computer hardware and software applications.
- g. SQL database integration
- h. Scripting using languages such as Python, VBA, or .NET

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the individual must have sufficient physical health to perform the duties and responsibilities of the position.

- a) This position involves mostly sitting but could involve long periods of standing or walking. The individual is required to sit; use hands to handle or feel objects, tools, or controls; and reach with hands and arms.
- b) The individual is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, crawl or climb stairs.
- c) The individual is occasionally required to go to the field and carry surveying equipment over uneven terrain and possibly long distances.
- d) The individual is occasionally required to lift and/or move up to 50 pounds.
- e) Must be able to see, hear, speak, read, write and understand the English language well enough to communicate courteously, consistently and accurately with consumers, fellow employees and supervisor.
- f) Must be able to travel to attend meetings, seminars, etc., which are related to specific job functions.
- g) Must be able to speak clearly and fluently over the telephone and in person.
- h) Must work well individually and with others.
- i) Must have acute consciousness of safety and a positive attitude toward accident prevention.
- j) Must be able to handle constant high-pressure situations.
- k) Must be able to work beyond ten-hour days as required.

REPORTING RELATIONSHIPS

This position does not have supervisory responsibilities and reports to the Engineering Manager.

GENERAL COMMENTS AND ACKNOWLEDGEMENTS

All employees shall understand and follow rules and policies as stated in the White River Electric Employee Handbook and Safety Manual. The skills and duties listed are not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. All employees will maintain a business-like appearance. Employees are held accountable for all duties of this job.

Acknowledged & Accepted: _____

(Employee Signature)

(Dated)